



**10 ADMINISTRATION**

*Effective: 6/1/96*

**10.24 WIC Staff Requirements: Recruiting Qualified Nutrition Staff** *Revised: 10/1/00*

**POLICY:** Local WIC agencies are responsible for recruiting and hiring qualified nutrition staff. See Policies 10.21 WIC Staff Requirements: Nutrition Staff and 10.23 WIC Staff Requirements: Breastfeeding Coordinator.

**PROCEDURE:**

**A. RESPONSIBILITY FOR RECRUITING QUALIFIED STAFF**

1. The Project is responsible for replacing nutrition staff with persons of similar qualifications to maintain quality nutrition services
2. The project must make a “good faith effort” to replace staff quickly to minimize the disruption of services and the need for fill-in staff.

**B. INFORMATION ON CURRENT APPLICANTS**

Contact your Regional Office Nutrition Consultant for information on applicants who have already expressed an interest in employment in your area of the state. (The State WIC Office generally forwards resumes to appropriate regional offices.)

**C. WISCONSIN DIETETIC ASSOCIATION (WDA)**

1. WDA periodically receives inquiries from registered dietitians and registered dietetic technicians regarding position vacancies.
2. WDA publishes a newsletter entitled "The Wisconsin Dietitian" three times per year in which vacancies and dietitians or dietetic technicians searching for employment may be announced.
3. The WDA office may refer callers to local Dietetic Association chapters. WDA may be contacted at: 330 E. Lakeside Street, P.O. Box 1109, Madison, WI 53701-1109 (608/283-5411; FAX 608/283-5402).

**D. SOURCES FOR REGISTRATION-ELIGIBLE DIETITIANS**

The dietitian registration eligibility pathways include meeting academic requirements and supervised practice, as required by the American Dietetic Association (ADA). Subsequently, the registration examination is taken. The following universities and colleges offer ADA-approved supervised practice programs, either in conjunction with didactic instruction or separately after the didactic instruction. Only programs offered in Wisconsin, Illinois, Iowa, and Minnesota are listed here. A complete Directory of Dietetic Programs is published by the American Dietetic Association.



4. Coordinated Program (minimum of 900 hours of supervised practice; integrated into academic requirements).

Wisconsin

- University of Wisconsin-Madison, Department of Nutritional Sciences, 1415 Linden Drive, Madison, WI 53706 (608/262-2727) (May also contact Ag Placement, 608/262-4618)
- Mount Mary College, 2900 North Menominee River Parkway, Milwaukee, WI 53222 (414/475-7433)
- Viterbo College, 815 South 9th Street, LaCrosse, WI 54601-4797 (608/791-0227)

Illinois

- University of Illinois at Chicago, Department of Nutrition and Medical Dietetics (M/C 517), 1919 W. Taylor Street, Room 850, Chicago, IL 60612 (312/996-2083)

Minnesota

- University of Minnesota, 269 Food Science and Nutrition, 1334 Eckles Avenue, St. Paul, MN 55108 (612/624-9278)
- College of St. Benedict, 37 South College Avenue, St. Joseph, MN 56374 (612/363-5796)

Iowa

- Iowa State University, Department of Food Science and Human Nutrition, 1127 LeBaron Hall Addition, Ames, IA 50011 (515/294-4436)

5. Dietetic Internship Programs (minimum of 900 hours of supervised practice; follows completion of academic requirements).

Wisconsin

- University of Wisconsin-Madison, Hospital and Clinics, Food and Nutrition Services, F4/120, 600 Highland Ave., Madison, WI 53792 (608/263-8237)

Illinois

- Rush-Presbyterian - St. Luke's Medical Center, 1653 W. Congress Pkwy., Chicago, IL 60612 (312/942-7841)
- Ingalls Memorial Hospital, One Ingalls Dr., Harvey, IL 60426 (312/333-2300, ext 5701)



- Edward Hines, Jr. VA Hospital, Dietetic Service (120D), Hines, IL 60141 (312/216-2343)
- St. Francis Medical Center, 530 N.E. Glen Oak Avenue, Peoria, IL 61637 (309/655-3707)
- St. John's Hospital, 300 E. Carpenter, Springfield, IL 62769 (217/544-6464, x4709)

#### Minnesota

- University of Minnesota, Hospital and Clinic, Box 84, Nutrition Department, Harvard St. at E. River Rd., Minneapolis, MN 55455 (612/626-3661)
- Saint Mary's Hospital, Mayo Medical Center, 1216 2nd St., SW, Rochester, MN 55902 (507/255-5221)
- St. Paul - Ramsey Medical Center, 640 Jackson St., St. Paul, MN 55101 (612/221-2712)

#### Iowa

- University of Iowa, Hospitals and Clinics, Dietary Department, 200 Hawkins Drive W146GH, Iowa City, IA 52242 (319/353-6232)

6. Preprofessional Practice Program (AP4) (similar to an internship; may be completed part-time at a minimum of 20 hours per week and within a two-year period).

#### Wisconsin

- Viterbo College, Nutrition and Dietetics Department, 815 S. 9th Street, LaCrosse, WI 54601 (608/791-0227)
- University of Wisconsin Hospital and Clinics, Food and Nutrition Services F4/120, 600 Highland Ave., Madison, WI 53792 (608/263-8237)
- University of Wisconsin - Stevens Point, School of Human Development and Nutritional Sciences, Stevens Point, WI 54481 (715/346-2437)
- University of Wisconsin - Stout, Department of Food and Nutrition, Menominee, WI 54751 (715/232-2183, x1175)
- Mount Mary College, Graduate Program in Dietetics, 2900 N. Menomonee River Parkway, Milwaukee, WI 53222 (414/475-7433)
- University of Wisconsin - Green Bay, 2420 Nicolet Drive, Green Bay, WI 54311-7001, Attn: Karen Lacey, Director (414/465-2681)

#### Illinois

- Eastern Illinois University, School of Home Economics, Charleston, IL 51920 (217/581-3223, x6076)
- Northern Illinois University, Department of Human and Family Resources, DeKalb 60115 (815/753-6386)



- ARA Healthcare Nutrition Services - Chicago, 2000 Spring Road, Suite 300, Oak Brook, IL 60521 (708/571-8233)
- Southern Illinois University - Carbondale, Food and Nutrition, Carbondale, IL 62901 (618/453-5193)

Minnesota

- Minnesota Veterans Administration Medical Center, Dietetic Service (120), One Veterans Drive, Minneapolis, MN 55417 (612/725-2000, x2566)
- University of Minnesota, Department of Food Science and Nutrition, 1334 Eckles Ave., St. Paul, MN 55103 (612/624-3255)

Iowa

- Iowa State University, Department of Food Science and Human Nutrition, 1127 LeBaron Hall Addition, Ames 50011 (515/294-2536)

**E. SOURCES FOR BACHELOR'S LEVEL NUTRITION/DIETETICS GRADUATES**

Bachelor's level nutritionists may function as WIC CPAs and assume other responsibilities as appropriate.

Wisconsin

- University of Wisconsin-Madison, Department of Nutritional Sciences, 1415 Linden Drive, Madison, WI 53706 (608/262-4386)
- University of Wisconsin-Green Bay, Human Biology Department, 2420 Nicolet Drive, Green Bay, WI 54311-7001 (414/465-2681)
- University of Wisconsin-Stout, School of Home Economics, Menomonie, WI 54751 (715/232-1175). (May also contact Placement, 102 Administration Building, Menomonie, WI 54751)
- University of Wisconsin-Stevens Point, School of Human Development and Nutritional Sciences, Stevens Point, WI 54487 (715/346-2686) (May also contact Career Services, Old Main, UW-Stevens Point, WI 54487, 715/346-3136)

Illinois

- Southern Illinois University-Carbondale, Quigley Hall, Room 209, Carbondale 62901 (618/453-5193)
- Eastern Illinois University, School of Home Economics, Charleston, IL 61920 (217/581-3223)
- Chicago State University, College of Allied Health, 95th at King Dr., Chicago, IL 60628 (312/995-2552)
- Loyola University of Chicago, Department of Food and Nutrition, 6525 N. Sheridan Rd., Chicago, IL 60626 (312/508-8299)
- Northern Illinois University, Department of Human and Family Resources, Wirtz 209, DeKalb 60115 (815/753-6338)
- Olivet Nazarene University, Department of Home Economics, P.O. Box 6041, Kankakee, IL 60901 (815/939-5385)



- Illinois Benedictine College, Department of Chemistry and Biochemistry, 5700 College Rd., Lisle, IL 60532 (708/960-1500, x1504)
- Western Illinois University, Home Economics Department, Macomb, IL 61455 (309/298-1580, x1085)
- Illinois State University, 5060 Home Economics, Normal, IL 61761 (309/438-8850)
- Bradley University, Department of Home Economics, Bradley Hall, Peoria, IL 61625 (309/677-2436)
- Rosary College, Department of Home Economics, 7900 W. Division St., River Forest, IL 60305 (708/524-6906)
- University of Illinois, Human Resources and Family Studies, 274 Bevier Hall, 905 S. Goodwin Ave., Urbana, IL 61801 (708/524-6906)

#### Minnesota

- College of St. Scholastica, Department of Home Economics, 1200 Kenwood Ave., Duluth, MN 55811 (218/723-6101)
- Mankato State University, Home Economics Department, Box 44, P.O. Box 8400, Mankato, MN 56001 (507/389-6016)
- Concordia College, Department of Home Economics, Moorhead, Moorhead, MN 56560 (218/299-3748)
- College of St. Catherine, Family, Consumer and Nutritional Sciences, 2004 Randolph Ave., St. Paul, MN 55105 (612/690-6671)
- 7. University of Minnesota, Department of Food Science and Nutrition, 1334 Eckles Ave., St. Paul, MN 55108 (612/624-3255)

#### Iowa

- Iowa State University, Department of Food and Nutrition, 1104 LeBaron Addition, Ames, IA 50011 (515/294-4432)
- University of Northern Iowa, Department of Design, Family, and Consumer Sciences, 235 Latham Hall, Cedar Falls, IA 50614 (319/273-2418)
- Teikyo Marycrest University, Department of Foods and Nutrition, Nursing 327, 1607 W. 12th St., Davenport, IA 52804 (319/326-9571)

### **F. SOURCES FOR ADVANCED DEGREE NUTRITION GRADUATES**

Advanced degree nutrition graduates may or may not be RD-eligible based on previously acquired education and experience. If not RD-eligible, they may function as WIC CPAs and assume other responsibilities as appropriate.

#### Wisconsin

- 8. University of Wisconsin-Madison, Department of Nutritional Sciences, 1415 Linden Drive, Madison, WI 53706 (608/262-2727)
- University of Wisconsin-Stout, Food Science and Nutrition Program, Menomonie, WI 54751 (715/232-2183)



- Mount Mary College, 2900 N. Menomonee River Parkway, Milwaukee, WI 53222 (414/475-7433)
- University of Wisconsin-Stevens Point, School of Human Development and Nutritional Sciences, Stevens Point, WI 54487 (715/346-2686)

#### Illinois

- Southern Illinois University, Food and Nutrition, Carbondale, IL 62901 (618/536-2157)
- Rush-Presbyterian-St. Luke's Medical Center, Rush University, 1653 W. Congress Parkway, Chicago, IL 60612 (312/942-5927)
- University of Chicago, Nutrition Services, 5841 S. Maryland Ave., Chicago, IL 60637 (312/702-1508)
- University of Illinois at Chicago, Department of Nutrition and Medical Dietetics, 1919 W. Taylor Street, Room 648, Chicago, IL 60612 M/C 517 (312/996-1207)
- Northern Illinois University, Department of Human and Family Resources, DeKalb, IL 60115 (815/753-6340)
- University of Illinois, Division of Foods and Nutrition, 274 A Bevier Hall, 905 S. Goodwin Avenue, Urbana, IL 61801 (217/333-1326)

#### Minnesota

- University of Minnesota, Division of Epidemiology, Public Health Nutrition, Suite 300, 1300 S. 2nd Street, Minneapolis, MN 55454 (612/626-8801)
- University of Minnesota, Graduate Program in Nutrition, 1334 Eckles Ave., St. Paul, MN 55108 (612/624-7234)

#### Iowa

- Iowa State University, Department of Food Science and Human Nutrition, 1127 LeBaron Hall Addition, Ames, IA 50011 (913/588-5355)

### **G. SOURCES FOR DIETETIC TECHNICIAN**

Dietetic Technicians have completed a combination of academic preparation and supervised practice culminating in a two-year associate degree. Registered Dietetic Technicians (DTRs) have passed the Registration Examination conducted by the American Dietetic Association. DTRs work under the supervision of RDs. They may function as CPAs.

#### Wisconsin

- Madison Area Technical College, 3550 Anderson St., Madison, WI 53704 (608/246-6319)
- Milwaukee Area Technical College, 700 W. State St., Milwaukee, WI 53233 (414/278-6876/6255)



Illinois

- Malcolm X College, City Colleges of Chicago, 1900 W. Van Buren, Chicago, IL 60612 (312/942-3000 x444/452)
- Olivet Nazarene University, P.O. Box 6041, Kankakee, IL 60901 (815/939-5385)
- William Rainey Harper College, 1200 W. Algonquin Rd., Palatine, IL 60067 (708/397-3000, x2537)

Minnesota

- Normandale Community College, 9700 France Avenue S., Bloomington, MN 55431 (612/832-6481)
- University of Minnesota-Crookston, Division of Hospitality and Home Economics, Crookston, MN 56716 (218/281-6510)
- Lakewood Community College/Northeast Metro Technical Institute, 3401 Century Avenue N., White Bear Lake, MN 55110 (612/779-3432)

**H. VERIFICATION OF RD OR RD-ELIGIBLE STATUS**

Verification of whether or not a person is a registered dietitian or if s/he is registration-eligible may be done by contacting the Commission on Dietetic Registration of the American Dietetic Association at 312/899-0040 or 800/877-1600, ext. 5500. Provide the person's name or social security number.